

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name	Genest, Michael
Expense Dates	03/04/09-03/16/09
Total Expense Amount	1181.20
Amount Due Employee	799.54
Form ID	TEA000423784

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/04	Lodging	154.30	
2)	03/09	Lodging	189.92	
3)	03/09	Parking, Auto	12.00	
4)	03/12	Parking, Auto	29.00	
5)	03/12	Lodging	122.16	
6)	03/13	Lodging	122.16	
7)	03/16	Parking, Auto	25.00	

Approved
/s/ LK 4/6

09 APR - 2 PM 3:48
DEPARTMENT OF FINANCE
BUSINESS SERVICES

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Approved
by:

/s/ Fred W. Klass

Fred W Klass

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 03/04/09-03/16/09
Report Name March 2009

Request Total \$ 1181.20
Direct Charge Total - 381.66
Travel Advances - 0.00
Net Due Employee = **799.54**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Dana Point	451.66
Regular Travel	SJEPR Summit	355.32
Regular Travel	COTCE	213.92
Regular Travel	Santa Clara	160.30

NOTE: (d)=Direct Charge

DATE	Wed Mar 4	Thu Mar 5								TOTAL
Lodging	154.30									154.30
Breakfast		6.00								6.00
TOTALS \$	154.30	6.00								160.30

DATE	Mon Mar 9	Tue Mar 10								TOTAL
Lodging	189.92									189.92
Parking, Auto	12.00									12.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS \$	201.92	12.00								213.92

Travel & Expense Account Summary

DATE	Thu Mar 12	Thu Mar 12	Fri Mar 13	Sat Mar 14						TOTAL
Parking, Auto	29.00	10.00	10.00	10.00						59.00
Lunch	10.00									10.00
Dinner	18.00									18.00
Lodging	122.16		122.16							244.32
Breakfast			6.00	6.00						12.00
Incidentals			6.00	6.00						12.00
TOTALS \$	179.16	10.00	144.16	22.00						355.32

DATE	Sun Mar 15	Mon Mar 16	Mon Mar 16							TOTAL
Dinner	18.00									18.00
Parking, Auto		25.00	5.00							30.00
Commercial Air Fare (d)		314.20								314.20
Auto Rental (d)		67.46								67.46
Breakfast		6.00								6.00
Incidentals		6.00								6.00
Lunch		10.00								10.00
TOTALS \$	18.00	428.66	5.00							451.66

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Santa Clara	03/04/09	Lodging	154.30	Cash
Regular Travel	Santa Clara	03/05/09	Breakfast	6.00	Cash
Regular Travel	COTCE	03/09/09	Lodging	189.92	Cash
Regular Travel	COTCE	03/09/09	Parking, Auto	12.00	Cash
Regular Travel	COTCE	03/10/09	Breakfast	6.00	Cash
Regular Travel	COTCE	03/10/09	Incidentals	6.00	Cash
Regular Travel	SIEPR	03/12/09	Parking, Auto	29.00	Cash
Regular Travel	SIEPR	03/12/09	Lunch	10.00	Cash
Regular Travel	SIEPR	03/12/09	Dinner	18.00	Cash
Regular Travel	SIEPR	03/12/09	Lodging	122.16	Cash
Regular Travel	SIEPR	03/12/09	Parking, Auto	10.00	Cash
Regular Travel	SIEPR	03/13/09	Lodging	122.16	Cash
Regular Travel	SIEPR	03/13/09	Parking, Auto	10.00	Cash
Regular Travel	SIEPR	03/13/09	Breakfast	6.00	Cash
Regular Travel	SIEPR	03/13/09	Incidentals	6.00	Cash
Regular Travel	SIEPR	03/14/09	Breakfast	6.00	Cash
Regular Travel	SIEPR	03/14/09	Incidentals	6.00	Cash
Regular Travel	SIEPR	03/14/09	Parking, Auto	10.00	Cash
Regular Travel	Dana Point	03/15/09	Dinner	18.00	Cash
Regular Travel	Dana Point	03/16/09	Parking, Auto	25.00	Cash
Regular Travel	Dana Point	03/16/09	Commercial Air Fare	314.20	Direct Charge
Regular Travel	Dana Point	03/16/09	Auto Rental	67.46	Direct Charge
Regular Travel	Dana Point	03/16/09	Breakfast	6.00	Cash
Regular Travel	Dana Point	03/16/09	Incidentals	6.00	Cash
Regular Travel	Dana Point	03/16/09	Lunch	10.00	Cash
Regular Travel	Dana Point	03/16/09	Parking, Auto	5.00	Cash